

ARTICLE VI: Attendance and Removal Section 601 Removal of Commission Members

- 601.1 (1) Definitions

Absence: not being physically present for part or all of any Commission meeting or standing committee meeting in which a commissioner is a member.

Unexcused absence: an absence that has not been deemed excused by the Executive Committee or by the Commission as a whole

- (2) Attendance policy:²

- a) If a Commissioner has more than three unexcused absences in a calendar year, that Commissioner shall be dismissed from the Commission.
- b) A Commissioner may contact the Chair or Vice Chair at any time to request that the Executive Committee excuse an absence.
- c) After every Commission meeting, the Executive Committee shall notify staff of the Department of Civil Rights of the names of the Commissioners who were absent from that meeting.
- d) the Secretary to send out a notice of absence of part or all of a meeting with one week. If failed to send out the absence is considered excused. If notice is sent, Commissioner may request absence be excused.
- d) Within one week of receiving the notification described in paragraph (c), staff of the Department of Civil Rights shall email the following notification to any Commissioner who was absent from the Commission meeting:
- The Executive Committee of the Minneapolis Commission on Civil Rights has noted that you were absent for all or part of the Commission meeting [or standing committee meeting] on [date]. Under the

Commission's attendance policy, if a Commissioner has more than three unexcused absences in a calendar year, that Commissioner shall be dismissed from the Commission. You may contact the Commission Chair [email address] or Vice Chair [email address] to request that the Executive Committee excuse your absence. The Executive Committee has the discretion to deem your absence excused if you: (a) provide timely notice of your absence; and (b) show good cause for your absence. If the Executive Committee denies your request, you may appeal that decision to the Commission as a whole.

- e) The Executive Committee has the discretion to deem an absence excused if the absent Commissioner: (1) provides timely notice of the absence; and (2) shows good cause for the absence.
 - f) The Executive Committee shall notify the absent Commissioner of its decision no later than one week after the Executive Committee meeting immediately following receipt of the Commissioner's request to excuse an absence.
 - g) If the Executive Committee denies a request to excuse an absence, the absent Commissioner may appeal that decision to the Commission as a whole. The Commission shall decide the appeal by a majority vote. The decision of the Commission is final and not subject to appeal.
 - h) If Commissioner has more than three unexcused absences in a calendar year, the Commission will request that the appointing authority remove the Commissioner from the Commission and appoint a new Commissioner
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- 601.2 Whenever a commissioner is removed from the commission pursuant to any provision of Minneapolis

² Added July 16, 2018

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Code of Ordinances, Chapter 141.20 (c), he/she shall immediately be barred from participating in all commission activities and functions. The portion of the Minneapolis Code of Ordinances, Chapter 141.20(b) providing that a commissioner shall continue to serve until his/her successor has been appointed shall not apply to any commissioner removed pursuant to Chapter 141.20 (c)